

Purchasing Agent - 1321

Primary Reason Why Classification Exists

To perform administrative work in the procurement of supplies, materials, and equipment for all City departments

Essential Duties

- Reviews purchase requisitions to ensure correct coding, correct budget account, and to verify funds are available for the purchase
- Meets with requesting department to determine or clarify specifications; serves as a liaison between the departments and vendors in preparing specifications
- Prepares bid documents depicting specifications, procedures, and rules for bidding; solicits bids; meets with vendors to clarify bid documents; receives bids/quotes; presides over bid openings and records bids; reviews bids to determine they meet the written bid specifications and statutes set forth by the State of North Carolina and City policy
- Prepares bid tabulation sheet for requesting department; advises department of City policy and or state statute that may affect the decision for the recommendation for awarding the bid
- Presents recommendations to the City Council for awarding the bids and explains the bid process; prepares purchase orders once bids are awarded
- Faxes or mails purchase orders to vendors; receives and inspects items and reconciles with packing lists
- Supervises warehouse operations; ensures inventory is maintained; orders, receives, and issues items for warehouse stock to departments
- Researches and develops new vendors and maintains the G/L vendor list
- Performs monthly balance of warehouse inventory to the G/L balance sheet
- Performs fiscal year end inventory audit with external auditors and provides necessary documentation; prepares annual reports regarding inventory
- Prepares purchasing manual and updates as needed; institutes and enforces policy as it pertains to purchasing
- Maintains risk management listing for certificate of insurance
- Disposes of surplus materials as directed by the City following statutes set forth by the State of North Carolina and City policy
- Performs related tasks as required

Knowledge, Skills, and Abilities

- Thorough knowledge of business methods, markets, purchasing practices, and laws relating to public purchasing
- Thorough knowledge of modern office procedures, practices, and equipment including Microsoft Office products
- Knowledge of the types and qualities of materials, supplies, and equipment used by the City
- General knowledge of the principles and practices of accounting and budgeting related to local government
- Ability to write clear and concise contracts and specifications
- Ability to plan, organize, and evaluate work of subordinate employees

- Ability to establish and maintain effective working relationships with associates in performing various procurement functions
- Ability to establish and maintain effective working relationships with associates, vendors, and the general public and to express ideas clearly and concisely, both orally and in writing
- Ability to work independently without close supervision

Physical Requirements

This is light work requiring the exertion of 25 pounds of force occasionally, up to 10 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions common to an office setting. Vocal communication is required to express or exchange ideas. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection of supplies, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions

The worker performs work in an atmospherically controlled environment and is subject to inside and outside environmental conditions and general workplace hazards

Education and Experience

Graduation from high school or GED equivalency and 5 - 7 years experience procuring supplies, materials, and equipment preferably with a local government in North Carolina

Special Requirements

- Valid North Carolina driver's license
- Certified as a Notary Public; certified as a purchasing officer by the Certified Local Government Purchasing Officer (CLGPO) is preferred

FLSA Status: Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations of the City where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.